

S-E-C-R-E-T

official FILE
OVM-1

INSTRUCTION NO.
LI 1-6

LI 1-6
ORGANIZATION
19 September 1968

SUBJECT: Mission, Functions, and Delegation of Authority, Printing
Services Division, Office of Logistics

1. MISSION

To develop, implement, and maintain policies, procedures, methods, and standards for the operation of the Agencywide printing program; to provide printing services in accordance with

25X1A

2. FUNCTIONS

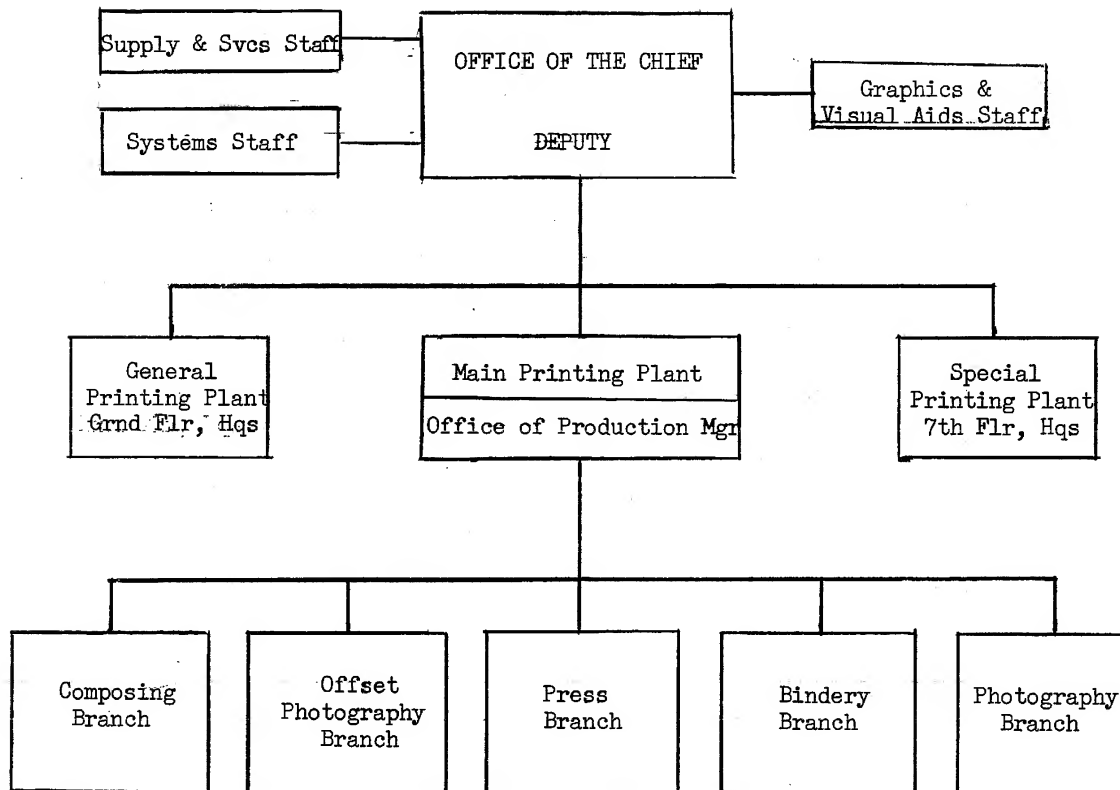
The Chief, Printing Services Division, or in his absence the Acting Chief, shall:

- a. Act as the printing advisor for all components of the Agency, both Headquarters and field, and direct the Agencywide printing program.
- b. Operate and maintain centralized and special printing facilities at Headquarters and, when necessary, in the field, and obtain printing from the Government Printing Office, other governmental agencies, or commercial sources.
- c. Advise on establishment and operation of special printing facilities in other organizational Headquarters components; provide technical guidance for publications, printing procedures and printing programs; conduct special staff studies on printing services as required.
- d. Review all requests for new and replacement printing equipment for use in Headquarters and/or the field.

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification

INSTRUCTION NO.
LI 1-6



S-E-C-R-E-T

LI 1-6
ORGANIZATION
19 September 1968

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-6

LI 1-6
ORGANIZATION
19 September 1968

- e. Maintain liaison with the Joint Committee on Printing on all Agency matters required to come before the Committee; conduct technical liaison with the Government Printing Office, other governmental agencies, and commercial sources to assure that secure printing facilities are available; represent the Agency on other matters pertaining to printing as required.
- f. Provide graphics and visual aids support to all components of the Agency.

3. AUTHORITY

- a. In conjunction with his assigned mission, the Chief, Printing Services Division, or in his absence the Acting Chief, is delegated authority to:
 - (1) Execute Printing and Binding Requisitions for printing services to be obtained from the Government Printing Office.
 - (2) Approve requisitions for supplies, equipment, and services in support of the Printing Services Division mission and functions.
 - (3) Procure expendable supplies from the Government Printing Office by issuances of purchase orders. A maximum of \$100 per line item and requisition maximum of \$500 is stipulated in this delegation.
- b. Any of the specific authorities itemized above may be redelegated to other Printing Services Division personnel by the Chief, Printing Services Division, or in his absence the Acting Chief. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, Office of Logistics

-3-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-6

LI 1-6
ORGANIZATION
19 September 1968

- c. The incumbent Chief, Supply and Services Staff, is delegated authority to procure equipment, supplies, services, and repairs of an extraordinary or emergency nature.

4. ORGANIZATION

See Organization Chart on page 2.



GEORGE E. MELOON
Director of Logistics

25X1A

OL/PSD

-4-

S-E-C-R-E-T